

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	A-09-067
		一次選考締切り日： 1 st Cut Off Date	29 JUL 2009
		募集締切り日： Closing Date	07 OCT 2009
		発行日： Date of Issue	08 JUL 2009
1.職種名 Job title (等級 Grade <u>1-3</u> / 語学等級 LAD <u>2</u>) Cash Accounting Clerk, IHA-36		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
低位等級での採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade: N/A <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & fire Medical			
2.部隊 Activity Officer's Club, MWR Department, U. S. NAF Atsugi 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (NTE: 2 months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk) 勤務日 Work Days: 5 days/Week 勤務時間 Work Hours: Tue 1315-2200 Wed-Fri 0915-1800 Sat 0630-1515 Off: Sun/Mon <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Collects cash payment from patrons of the Mess for meals served in the dining room. Makes sale of cigarettes and operates cash register. Examines and reconciles reports on customer and meal counts, sales slips and vouchers, cigarette sales and prepares daily activity records. Maintains yen funds and sells yen to the patrons of the Mess. Prepares reports relative to yen sales. Accepts, examines and cashes patrons checks in accordance with the regulations set forth by the Mess. Maintains change funds for all activities operated by the Mess and issues and collects such funds in accordance with the regulations of the mess. Takes phone calls and answers inquiries, and operate public address system. Performs other related duties as directed. Maintains change funds and sells coin to the slot machine players. Makes change funds and sells coin to the slot machine players. Makes payment to the jackpot winners and prepares relative reports of the slot machine business.			
7. 職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements - One year of general work experience in any field or completion of 2 year junior college/technical field or 4 year degree in any field. - Knowledge of cash handling work and customer service. - Ability to speak, read and write both in English at average proficiency level (LAD-2). - Must be able to obtain Health Card issued by Atsugi medical clinic upon hiring. The employee must go through PPD at the Atsugi clinic. - Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> - U. S. Citizens are not eligible for IHA (HPT) employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See Block #8 免許証／修了証 License/Certificate Required : N/A			
9.提出するもの Application and Associated Documents			
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnfi.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfi.navy.mil * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either H R O 様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.			

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<p>現従業員問合せ先： 厚木基地人事部 ☎046-763-3426 / 3624 / 3427 DSN 264-3426 / 3624 / 3427</p> <p>外部応募者問合せ先： 労務管理機構座間支部管理課管理第二係 ☎046-251-0667</p>	<p>現従業員提出先： 〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12</p> <p>外部応募者提出先： 〒228-0011 神奈川県座間市相武台 1-6067 労務管理機構座間支部管理課管理第二係</p>	<p>PDN: NAFATG-N610-027-LT</p>

- *履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。
Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.
- *応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。
Ineligible applicants will not be referred for consideration.
- *提出された応募書類はお返ししません。Submitted applications will not be returned.
- *初回選考締切日以降、選考決定により上記募集締切日を待たずに締切となることがあります。After 1st Cut Off Date, announcement may close before closing date above due to decision of selection.